

Virginia Board of Bar Examiners

Update of a Previously Filed Application

COVER PAGE

SAMPLE

VIRGINIA BOARD OF BAR EXAMINERS

Office of the Secretary
2201 West Broad Street
Suite 101
Richmond, Virginia 23220-2022
804-367-0412

**UPDATE OF A PREVIOUSLY FILED
APPLICATION**

Processor:

OFFICE USE ONLY
Version 2.0

I, the applicant named below, hereby update my previous application and apply to the Virginia Board of Bar Examiners for permission to sit for the **February 2015** Virginia Bar Examination and for a license to practice law in the Commonwealth of Virginia in conformity with the Rules of the Board and the laws of the Commonwealth of Virginia.

Section 1 - Personal Information**1.1 Full legal* name**

Ms.	Jane	Smith	Doe	
Title	First Name	Middle Name	Last Name	Suffix

*If you are admitted to practice law, you must be licensed in your **FULL LEGAL NAME**. This must be your **FULL LEGAL NAME** as it appears on your birth certificate or name change order. Initials are not acceptable unless initials are part of your full legal name. **If the name listed above is different than your name when you last applied for the Virginia Bar Exam, you must enclose a certified copy of your marriage certificate, divorce decree or name change order that stipulates your new name.** A photo ID bearing your **FULL LEGAL NAME**, as it appears on your application, will be required for admittance to the Virginia Bar Examination.

1.2 Provide your current mailing address, email address, daytime telephone number, and date of birth.

Street	123 Happy Street			
Apt	Apt. 15			
City	Richmond	State	VA	ZIP 23220
Daytime phone	(888) 849-3928	County	Henrico	
Email address	janesdoe@gmail.com	Date of Birth	January 1, 1985	

Any change in mailing address, telephone number or email address must be reported immediately to the Secretary of the Board of Bar Examiners.

1.3 Social Security Number 999-99-9999
or Virginia Department of Motor Vehicles Control Number:

Disclosure of your Social Security Number or Virginia Dept. of Motor Vehicles control number is required by §54.1-116 of the Code of Virginia and assists in expediting the character review process.

If you requested your MPRE scores be sent to Virginia, your Social Security number is the only means used to match the MPRE score to your application.

1.4 NCBE Number – required for ALL applicants. N12345678

The NCBE Number is 8 digits preceded by the letter N (e.g., N10002416). This NCBE number will be required on all MBE test forms at the exam. This number will be printed on your VBBE issued Photo ID - you do NOT have to memorize it.

YES 1.5 Are you currently employed?

Employer	Jones, Jones & Jones		
Street	123 Main Street		
City	Richmond	State	VA
Phone Number	(804) 555-1212	ZIP	23220
Position	Associate	Fax Number	(804) 555-1213
		Supervisor or Department	Mr. Jones

Section 2 – Non-Standard Testing

NO **2.1** Do you require non-standard testing conditions to enable you to sit for the examination?

Section 3 – Educational Information and Requirements

3.1 I comply with the academic requirements listed in Section II of the Rules of the Virginia Board of Bar Examiners as follows:

I completed my legal studies under the Law Reader Program

3.2 Law Reader Supervisor's name: **John Jones**
Final Attorney's Certificate: **June 30, 2014**

NO **(A)** I previously submitted such Final Attorney's Certificate.

If no, please explain:

I sent it to the Board with my last quarterly report.

Section 4 – Prior Applications

NO **4.1** Are you currently or have you ever been admitted to practice law in any jurisdiction (i.e., any state or territory of the United States, or the District of Columbia)?

NO **4.2** Are you pending admission in any jurisdiction (other than Virginia)?

NO **4.3** I have made or intend to make a contemporaneous application to take the bar examination in another jurisdiction and I wish to transfer my Multistate Bar Examination (MBE) score achieved in Virginia to a concurrent jurisdiction prior to the release of the results of the Virginia Bar Examination.

Section 5 - Additional Application Requirements

5.1 In accordance with the Rules of the Board, I provide the Multistate Professional Responsibility Examination information as follows:

Status: **Will Be Taking**

Date: **March 2015**

Provide Score Report: **I will request my MPRE Score from the National Conference of Bar Examiners.**

YES **5.2** I previously submitted one set of fingerprints.

YES **5.3** In accordance with Section V (C) of the Rules of the Board, I enclose my fully completed Character & Fitness Update Form.

YES **5.4** I enclose my completed "Applicant Photo ID" page, in accordance with the requirements listed on the page.

YES **5.5** I enclose the required Application Fee in accordance with the current fee schedule. Such fee is payable to the Virginia Board of Bar Examiners by certified check, cashier's check, or money order ONLY - NO PERSONAL OR COMPANY CHECKS ACCEPTED

Section 6 – Acknowledgements

- YES 6.1** I understand that if all questions contained in this application are not answered fully and completely on its initial submission, the application may be considered as not timely filed.
- YES 6.2** I acknowledge that this is a continuing application process and if any answer on this application changes prior to my admission to the bar, I am required to so notify the Board in writing.
- 6.3** The filing deadline for the **FEBRUARY EXAMINATION** is on or before **THE PRECEDING 15TH OF DECEMBER**; and the filing deadline for the **JULY EXAMINATION** is on or before **THE PRECEDING 10TH OF MAY**, and
- YES (A)** I understand that if my application is not actually received in the Secretary's office by the filing deadline, it may be deemed to be timely filed only if it has been transmitted expense prepaid to the Office of the Secretary of the Board by Priority, Express, Registered or Certified mail via the United States Postal Service, or by a third party commercial carrier for Next-Day Delivery AND the official receipt therefor issued by the United States Postal Service or by such third party commercial carrier, which shall be exhibited on demand of the Secretary, shows such transmission or mailing to the Secretary's office on or before the prescribed deadline.
- YES (B)** I understand that Priority, Express, Registered or Certified mail via the United States Postal Service or Next-Day Delivery by a third party commercial carrier are the **ONLY** methods of transmission or mailing authorized by the statute. Thus, an application sent by any other form of mail, such as First Class mail, **CANNOT** be accepted if it is received after the filing deadline, even if it is postmarked before.
- YES (C)** I further understand that no part of the application form or required attachments may be transmitted by a facsimile machine.
- YES 6.4** I acknowledge that I will be allowed to take the Virginia Essay portion of the bar exam on my laptop **ONLY** if I timely and properly register for the Laptop Program. Laptop registration begins the second Wednesday of January for the February exam and the second Wednesday of June for the July exam. The initial registration period extends for 10 days. Late registration, with increased fee, extends until the last day of the month such registration began. If I do not register in the time period allowed, I will be required to handwrite the bar exam.
- YES 6.5** I acknowledge that the Board posts the most current pertinent information regarding the upcoming bar exam on its website and that I should check the website regularly to ensure I have up-to-date and accurate information.

Section 7 – Authorizations and Agreements

- 7.1** By filing this application, I hereby:
Affirm that all of the information provided herein is true, correct, and complete to the best of my knowledge and belief, and that I have a duty to promptly inform the Virginia Board of Bar Examiners of any circumstances occurring after the date of this application that would affect my responses herein.

Signature of Applicant

Commonwealth/State/District of _____

County/City of _____

I, a Notary Public of such County/City, certify that on this day personally appeared before me

Jane Smith Doe

who thereupon made oath that all statements contained in this application are true and complete.

Given under my hand this _____ day of _____, _____

My commission expires on _____, _____

Notary Public

Registration Number (if applicable) _____

NOTARY SEAL (must be affixed)

Revised March 2014

Passport-style photos description

2x2 inches in size.

Identical, showing current appearance taken within the preceding twelve (12) months.

Head & shoulders, full face, front view in normal street attire.

Do not wear a hat or headgear unless worn daily for religious or medical reasons.

Do not wear dark glasses unless required for medical reasons.

Snapshots are not acceptable.

Photos must be actual photos, not printed on plain paper.

Attaching photos to application

Be sure that your identical photos are 2x2 inches

Staple or glue your photos **exactly** within the 2x2 inch square outlined belowYou **MUST TYPE** your **Full Legal Name** above each picture on **BOTH Applicant IDs**.You **MUST sign BOTH** "Applicant Signature" lines below.

Applicant Signature _____

Jane Smith Doe

TYPE Full Name exactly as on application

↑ TO BE COMPLETED WITH APPLICATION ↑

↓ TO BE COMPLETED AT EXAM ONLY ↓

Applicant ID #: _____

Bar Exam Signature _____

↑ TO BE COMPLETED AT EXAM ONLY ↑

**Virginia Bar
Examination****APPLICANT
February 2015**This photo ID must be
returned at the conclusion of
the exam.Attach identical photos
over this outlined square**DO NOT STAPLE**

Applicant Signature _____

Jane Smith Doe

TYPE Full Name exactly as on application

↑ TO BE COMPLETED WITH APPLICATION ↑

↓ TO BE COMPLETED AT EXAM ONLY ↓

Applicant ID #: _____

Bar Exam Signature _____

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